



Board of Trustees Meeting Minutes

January 21, 2003 7:00 PM

Clark County Health Department
Environmental Health Conference Room
1950 Ft. Vancouver Way
Vancouver, Washington

1.0 – OPENING OF MEETING

1.1 Call to order

Board member Mark Rees called the meeting to order at 7:10 p.m. in the absence of Board Chair Woody Woodruff and Secretary Dean Lindgren.

1.2 Roll Call

Members Present: Tim Ross, Raul Moreno, and Mark Rees. Members Absent: Woody Woodruff, Dean Lindgren, Debra Smith, Randall King, and Michael Ciraulo. Also Present: Lou Dooley, Steve Kessler and Cheryl Staggs.

1.3 Review/Approval of October 22, 2002 Meeting Minutes

Moreno moved, and Rees seconded the motion to approve the minutes of the October 22, 2002 Board Meeting as written; passed unanimously.

1.4 Review/Approval of Agenda

Moreno moved to approve the agenda; passed unanimously.

2.0 - RECOGNITION OF VISITORS

2.1 Citizen Comments

There were no citizen comments presented.

2.2 Introductions

There were no visitors to the meeting.

3.0 - OLD BUSINESS

3.1 Trustee Replacement

Michael Ciraulo has been appointed to the Board of Trustees by the City of Battle Ground, but was unable to attend the January meeting.

3.2 West Nile Virus Update

Lou Dooley shared updated information about West Nile Virus. Small counties with lower population do not have the funds to gear up for West Nile Virus response, and are looking to Washington State Department of Health to control mosquitoes in their jurisdictions. Cowlitz and Wahkiakum Counties have started mosquito control districts, but other western Washington counties have not yet done so.

4.0 - NEW BUSINESS

4.1 2002 Annual Report

The group reviewed the draft of the 2002 annual report. It was suggested that copies be made available at the Clark County Regional Library and on the Mosquito Control District Website.

4.2 Officer Election

As there was not a quorum of voting members at the meeting, the group tabled the officer election until more Trustees are able to be present.

4.3 Surveillance/Response Plan

Lou shared with those present drafts of the Mosquito Control District administrative timeline and Mosquito-Borne Disease Surveillance and Response Plan for Clark County, developed with the assistance of temporary contractor Don Oliver, a former Washington State Department of Health administrator.

4.4 Financial Management System (FMS)

4.4.1 Lou explained some of the difficulties encountered to date in purchasing under the new Oracle FMS system. Inventory is a problem, and the need to purchase quickly is vital to the mosquito crew.

4.4.2 The reasons for the crew missing the Vancouver session of annual crew re-certification training (related to problems incurred in implementation of the new financial management system). The crew will attend a subsequent training session at Lacey Washington in February.

4.5 New Mosquito Control District Operations Facility

A question was raised about the new facility. Steve Kessler shared that finding a property will be a priority this year.

4.6 Assignment of Contract to Clark County

The signing of the document assigning the contract between Southwest Washington Health District and Clark County Mosquito Control District to Clark County Health Department was tabled until the Board chair is present.

5.0 - VOUCHERS

Transmittal Vouchers

Under the new Financial Management System, journal vouchers will no longer be submitted to the Board for signature. Periodic summary expenditure reports will be available from fiscal services, and will be obtained for review before each quarterly meeting.

6.0 – ADJOURNMENT

The motion was made to adjourn the meeting as no further business requiring a voting quorum could be conducted. Raul Moreno seconded, the motion was passed, and the meeting adjourned at 7:50 pm.

6.1 April Agenda

- Finalize the 2002 Annual Report
- 2002 Year-end Financial Report
- 2003 Mosquito Control District Work Plan
- Equipment Status
- Crew Status
- Please contact Cheryl Staggs with additional agenda items.
Phone: (360) 397-8057
E-mail: cstaggs@swwhd.wa.gov

6.2 Next Meeting

The next meeting will be held on Tuesday, April 8, 2003 at 7:00 PM in the Clark County Health Department Environmental Health conference room. Note: this is the regularly scheduled CCMCD meeting room at 1950 Ft. Vancouver Way, near the back entrance.

Respectfully submitted,

Cheryl Staggs, Recorder

Lou Dooley, Director

Dean Lindgren, Secretary